



**CDBG**

# **Neighborhood Opportunity Fund**

Application Webinar

# Agenda

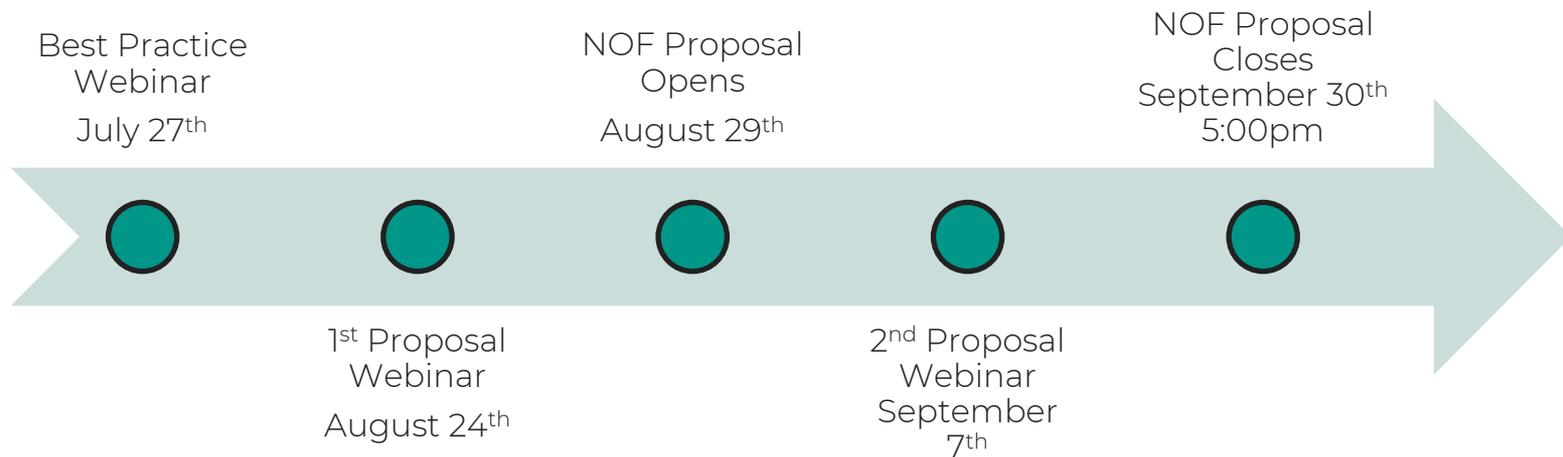
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- Welcome/Introduction
- Oracle Supplier Portal Review
- Neighborhood Opportunity Fund Program Overview
- NOF ARPA Program Overview



# Proposal Timeline

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# Purpose of this Webinar

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Our goal is to provide organizations with a better understanding of the CDBG/NOF application, timeline, and process and to endow organizations with the tools to submit the best applications possible.

Organizations that are interested in meeting to review their previous application should reach out to their project manager or the Program director prior to August 26<sup>th</sup>

## This webinar will not cover

- Homeless Solutions Grants
- Public Facility Rehabilitation
- Housing Rehabilitation Grants



# NOF Program Overview



# Funding Priorities

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- **Public Services has Five Funding Priority Areas**

## Education

- Literacy
- Enrichment/Reading (Math/Science)
- Job Training

## Seniors

- Transportation
- Health Services

## Health

- Health Services to Low/moderate income

## Youth Recreation

- Arts
- Sports

## Public Safety

- Community/Neighborhood Based
- Domestic Violence Counseling



# CDBG NOF Threshold Criteria

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## Must meet HUD National Objective

There are three national objectives under CDBG, including:

1. Benefit to LMI persons
2. Prevent or eliminate slums and blight on an area or spot basis.
3. Meet an urgent need

## Workshop Attendance

Group must attend the CDBG/NOF workshop or view the workshop online.

## Completed Proposals

Proposals must be complete and submitted by the deadline and on correct form.

## Board Membership

Must have at least five (5) member board, which meets at least bi-annually.

## Non-Profit Status

Must have federal tax-exempt status, i.e., 501(c)(3), 501(c)(19), etc..., prior to applying for proposal

## Operating Proof

Organization must have been in operation at least two years, and have operating proof



# CDBG NOF Threshold Criteria

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## Issue Free Audits/Monitoring

Must not have unresolved government audit and monitoring problems (i.e., tax, legal, etc).



## Current Financial Statements

Must submit most recent fiscal year cash flow statements, financial statements and, if available, recent audit or Form 990 within the past 2 years.



## Articles of Incorporation

Must submit Certificate of Good Standing and Article of Incorporation.



## Certifications

Must read and sign all certification forms at the end of the application



## Current Michigan Annual Non-Profit Report

Must submit current Non-Profit Corporation Information Update. Department of Licensing and Regulatory Affairs - [https://www.michigan.gov/lara/0,4601,7-154-61343\\_35413\\_60200-140881--00.html](https://www.michigan.gov/lara/0,4601,7-154-61343_35413_60200-140881--00.html)



## 7% Operating Cash

Applicant organization must provide proof of operating cash on hand and must be at least 7% of the funding request.



# Sample Threshold Documents

## Certificate of Good Standing



The State of Michigan  
Department of Licensing and Regulatory Affairs  
Lansing, Michigan

This is to Certify That  
[REDACTED]

was validly incorporated on July 13, 1972 as a Michigan nonprofit corporation, and said corporation is validly in existence under the laws of this state.

This certificate is issued pursuant to the provisions of 1962 PA 162 to attest to the fact that the corporation is in good standing in Michigan as of this date and is duly authorized to conduct affairs in Michigan and for no other purpose.

This certificate is in due form, made by me as the proper officer, and is entitled to have full faith and credit given it in every court and office within the United States.

In testimony whereof, I have hereunto set my hand, in the City of Lansing, this 27th day of September, 2021.

*Linda Clegg*  
Linda Clegg, Director  
Corporations, Securities & Commercial Licensing Bureau

Sent by electronic transmission  
Certificate Number: [REDACTED]

Verify this certificate at URL to eCertificate Verification Search <http://www.michigan.gov/corpverify/certificate>

## Michigan Annual Non-Profit Report

Filed by Corporations Division Administrator Filing Number [REDACTED] Date: 07/20/2021

MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
FILING ENDORSEMENT

This is to Certify that the 2021 ANNUAL REPORT  
for  
[REDACTED]  
ID Number: [REDACTED]

received by electronic transmission on July 20, 2021, is hereby endorsed.  
Filed on July 20, 2021, by the Administrator.

The document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.

In testimony whereof, I have hereunto set my hand and affixed the Seal of the Department, in the City of Lansing, this 20th day of July, 2021.

*Linda Clegg*  
Linda Clegg, Director  
Corporations, Securities & Commercial Licensing Bureau



# Article of Incorporation

REG-26-2013 08:07 JAFFE LAW FCI 248943063 P.018/013  
03/25/2013 7:51:28 AM -0400 DELED FAXCOM PAGE 10 OF 13  
Mar. 25, 2013 10:15AM R. 3314 P. 2

REVENUE DEPARTMENT OF REVENUE, SALES AND BUSINESS GROWTH CORPORATIONS BUREAU  
(For Bureau use only) DATE RECEIVED

REGISTRATION IDENTIFICATION NUMBER

**ARTICLES OF INCORPORATION**  
For use by Domestic Nonprofit Corporations  
(Please read instructions and Repayment Reduction Act notice on last page)

Pursuant to the provisions of Act 162, Public Acts of 1962, as amended, the undersigned corporation executes the following Articles:

**ARTICLE I**

The name of the corporation is: [REDACTED]

**ARTICLE II**

The Corporation has been organized to receive contributions and administer funds in order to further charitable, educational, scientific, and literary purposes and to lessen the burdens of government. More specifically, the purposes of the Corporation include, but are not limited to:

- (i) conducting activities aimed at improving the life situation of at-risk people, especially those in the greater Detroit area;
- (ii) bounding the community, especially that of greater Detroit, above health awareness, including but not limited to such things as good nutrition, improved fitness, stress reduction and smoking cessation;
- (iii) operating a food pantry;
- (iv) conducting after-school programs and camps for at-risk community members of all ages, especially youth and senior citizens;
- (v) organizing money to beneficiaries;
- (vi) promoting volunteerism;
- (vii) recruiting, educating and encouraging community groups and mobilizing existing resources in order to improve the life situation of at-risk people, with an initial focus on those in the greater Detroit area; and
- (viii) doing all such things that are incidental or conducive to and the attainment of the foregoing purposes of the Corporation.

The Corporation is, and will be, organized and operated exclusively for purposes described in Section 170(c)(2) of the Internal Revenue Code of 1986 as amended (the "Code").

(Upon the dissolution of the Corporation, assets shall be distributed to a 501(c)(3) corporation for one or more exempt purposes within the meaning of the Code or corresponding section of any future Internal tax code, or shall be distributed to the Federal government, or to a state or local government, for a public purpose. For such assets not disposed of shall be disposed of by a court having jurisdiction over the Corporation, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

03/25/2013 10:10AM (GMT-04:00)

REG-26-2013 08:07 JAFFE LAW FCI 248943063 P.018/013  
03/25/2013 7:51:28 AM -0400 DELED FAXCOM PAGE 9 OF 13

Michigan Department of Licensing and Regulatory Affairs  
Filing Endorsement

This is to Certify that the ARTICLES OF INCORPORATION - NONPROFIT for [REDACTED] ID NUMBER: 71317K received by facsimile transmission on March 25, 2013 is hereby endorsed Filed on March 25, 2013 by the Administrator.

The document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.

In testimony whereof, I have hereunto set my hand and affixed the Seal of the Department, in the City of Lansing, this 25th day of March, 2013.

  
Alan J. Schellha, Director  
Corporations, Securities & Commercial Licensing Bureau

Seal of the Michigan Department of Licensing and Regulatory Affairs

Filed by Facsimile Transmittal 1087

CIRCULAR-602 (Rev. 06/21)

MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
CORPORATIONS, SECURITIES & COMMERCIAL LICENSING BUREAU  
(FOR BUREAU USE ONLY)

Date Received: [REDACTED] (P-C)

This document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.

Name: [REDACTED]  
Address: [REDACTED]  
City: [REDACTED] State: [REDACTED] ZIP Code: [REDACTED]

EFFECTIVE DATE: [REDACTED]

Document will be returned to the name and address you enter above.  If not blank, document will be returned to the registered office.

**ARTICLES OF INCORPORATION**  
For use by Domestic Nonprofit Corporations  
(Please read information and instructions on the last page)

Pursuant to the provisions of Act 162, Public Acts of 1962, the undersigned corporation executes the following Articles:

**ARTICLE I**

The name of the corporation is: [REDACTED]

**ARTICLE II**

The purpose or purposes for which the corporation is formed are: [REDACTED]

**ARTICLE III**

1. The corporation is formed upon a [REDACTED] (Stock or Nonstock) basis.

2. If formed on a stock basis, the total number of shares the corporation has authority to issue is [REDACTED]. If the shares are or are to be divided into classes, the designation of each class, the number of shares in each class, and the relative rights, preferences and limitations of the shares of each class to the extent that the designations, numbers, relative rights, preferences, and limitations have been determined are as follows: [REDACTED]



# Attachments Naming Convention

-  Attachment 1 Nonprofit Designation
-  ATTACHMENT 2 OPERATING PROOF
-  Attachment 3 Financial Statement and 990
-  ATTACHMENT 4 2021 MICHIGAN ANNUAL REPORT
-  Attachment 5 Articles of Incorporation and Bylaws
-  ATTACHMENT 6 CERTIFICATE OF GOOD STANDING
-  ATTACHMENT 7 BANK STATEMENT
-  Attachment 8 Exhibit A Scope of Services - current
-  ATTACHMENT 9 EXHIBIT E PERFORMANCE OUTCOMES REPORT
-  Attachment 10 - Financial Sustainability Plan

## ATTACHMENT NAMING CONVENTION

Please note, the following naming conventions are to be used for attachments to complete the application. Certain application questions allow respondents to either upload a document or address the question in writing directly below, while others will ask for an attachment response. Please refer to the question for details. *Not properly responding to a question or incorrectly naming attachments may adversely affect your application score.*

<u>Name Of Attachment</u>	<u>Description</u>
Attachment # 1:	Nonprofit Designation
Attachment # 2:	Operating Proof
Attachment # 3:	Financial Statement - or most recent audit or 990
Attachment # 4:	2021 Michigan Annual Report
Attachment # 5:	Articles of Incorporation and Bylaws
Attachment # 6:	Certificate of Good Standing
Attachment # 7:	Bank Statement
Attachment # 8:	Exhibit A - Scope of Services.
Attachment # 9:	Exhibit E - Performance Outcomes Report
Attachment # 10:	Financial Sustainability Plan
BI # 1:	Proof of Ownership
BI # 2:	Proof of Lease Agreement
BI # 3:	Health Inspection
BI # 4:	Building Safety Engineering Environmental Inspection
BI # 5:	Fire Marshall Inspection
Org Brochure # 1:	Organizational Brochure
Org Staff # 2:	Staff Resumes
PD:	Performance Data
PS # 1:	Letters of Support from a Recipient of Program or Partnering Organization
Bud # 1:	Financial Statement
Bud # 2:	Financial Audit
Bud # 3:	Other funding sources
Bud # 4:	Financial Management System
Bud # 5:	Budget Explanation and Justification



# Ineligible Cost

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- Pre-Contract costs
- Back taxes, proposal costs, debts, late charges, penalties
- Excessive travel expense
- Improperly procured purchase
- Undocumented mileage charges
- Gifts and Donations
- Staff recruitment
- Facilities /equipment depreciation
- Costs associated with the organization rather than the specific program
- Any costs associated with advertisements, pamphlets, survey, etc.
- Staff training, entertainment, conferences or retreat
- Public relations, advertising or fundraising
- Payments for bad debts
- Indirect organization cost
- Rental assistance in any unit in which the sub-recipient or subsidiary has one percent or more ownership interest in the property
- Lobbying at partisan political activities
- Suing the government



# Strong Applications

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- The organization is leveraging resources to help sustain, enhance, and maximize the program
- The applicant has strong capacity to implement programs and have a proven track record of program success
- The program design that capitalizes on successful implementation and program strength
- Applicant has partnerships with the community in which they are working
- The organization has the capacity to comply with the program rules and guidelines
- A clearly defined Scope of work and staff roles (Program goals are realistic and achievable)
- Clearly defined success and performance standards/metrics/outputs and outcomes
- The program is either a new program or is expanding its services – there is a quantifiable increase in the service than was delivered in the 12 months prior



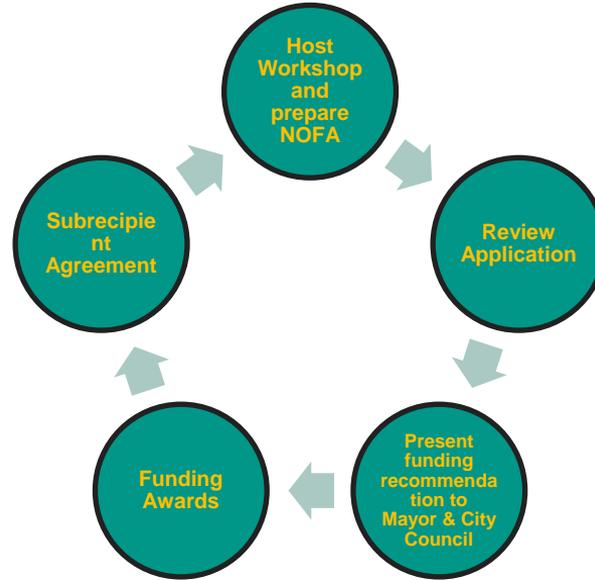
# Proposal & Evaluation Overview



# NOF Funding Process

## Pre-Award Phase

Present funding opportunities and application submission



## Award Phase

Award decisions are made and announced

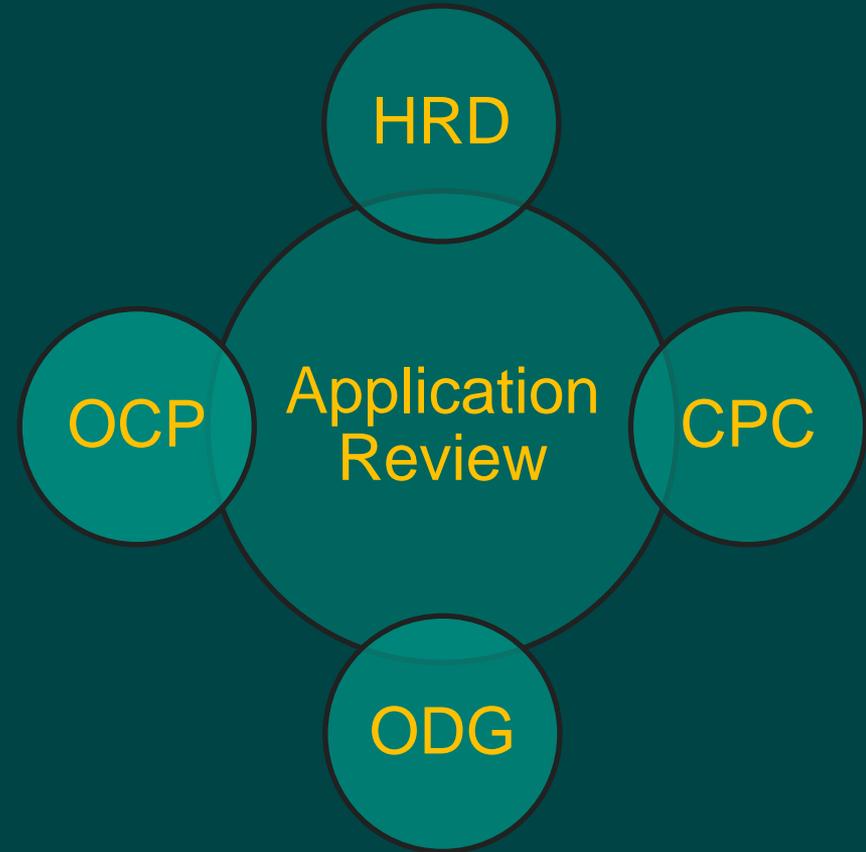
## Implementation Phase

Program Monitoring, Reporting, Closeout



# Consensus Review Group

- HRD= Housing & Revitalization Department
- ODG= Office of Development & Grants
- CPC= City Planning Commission
- OCP= Office of Contracting and Procurement



# Scoring Criteria Guide

PUBLIC SERVICE CRITERIA	Total points	Scoring Criteria Grid			
<i>Organizational Information</i>	25				
Relevant experiences and qualifications for the program <i>Op 1</i>	10	<b>4-5 Points:</b> Applicant provides detailed examples of accomplishments and impact of program services. The applicant uses data to back up claims. Reviewers deems experience and qualifications to be sufficient to effectively and efficiently administer program service.	<b>2-3 Points:</b> Applicant provides somewhat unclear examples of accomplishments and impact of program services. The applicant uses little or no data to back up claims. Reviewers deems experience and qualifications to be questionable to effectively and efficiently administer the program service.	<b>1 Point:</b> Applicant does not provide any examples of accomplishments and impact of program services. The applicant uses no data to back up any claims. Reviewers deems experience and qualifications to be insufficient to effectively and efficiently administer the program service.	<b>0 Points:</b> Applicant left question blank/unanswered or applicant did not address the question being asked
Strength of board, including community representation <i>Op 2-7</i>	5	<b>4-5 Points:</b> Board is currently completely filled (no vacancies). The previous year's board meeting schedule provided, as well as dates and times are provided for upcoming year board meetings, chairperson/ president of board identified, board contains at least 1 member that lives in the City of Detroit and all organization's board members listed	<b>2-3 Points:</b> Board currently contains 1-2 vacancies, some dates and times of previous year's board meetings not provided, some dates and times of next year's board meetings provided, Chairperson/President identified, and board contains at least 1 member that lives in the City of Detroit.	<b>1 Point:</b> Board vacancies exceed 50%, no dates or times provided for previous year's meetings, no dates or times provided for next year's meetings, Chairperson Identified, No list of current board members, No board members live in the City of Detroit.	<b>0 Points:</b> Applicant left question blank/unanswered or applicant did not address the question being asked
Staffing plan and organizational infrastructure plan to implement program, including appropriate allocation of staff <i>Op 8-12</i>	10	<b>4-5 Points:</b> Applicant clearly identifies all staff necessary to operate the public service activity. Staffing is deemed by Reviewers to be sufficient, staff has necessary experienced qualifications to operate the public service activity.	<b>2-3 Points:</b> Applicant clearly identifies all staff necessary to operate the public service activity. Staffing is deemed by Reviewers to be questionable, staff may not have the experience/qualifications to operate the public service activity.	<b>1 Point:</b> Applicant does not clearly identify all staff necessary to operate the public service activity. Staffing is deemed to be insufficient, staff does not have the experience/qualifications to operate the public service activity.	<b>0 Points:</b> Applicant left question blank/unanswered or applicant did not address the question being asked
<i>Project Description</i>	35				
Project clearly outlines a detailed plan for sustainability <i>Scat 1-3</i>	7.5	<b>4-5 Points:</b> Applicant provided a detailed and complete sustainability plan, outlines clear and detailed plan for program sustainability when funding ends, contributes funding toward program budget, lists volunteer assistance and in-kind	<b>2-3 Points:</b> Applicant provided a sustainability plan that was not very detailed and/or only somewhat complete, outlines a plan for sustainability when program funding ends that is vague or unclear in some areas, may not contribute funding toward program budget, is unclear	<b>1 Point:</b> Applicant provided a sustainability plan that was not detailed and not complete, outlines a plan for program sustainability when funding ends that is unclear and unrealistic, does not contribute funding toward program budget, does not list	<b>0 Points:</b> Applicant left question blank/unanswered or applicant did not address the question being asked
Project description adequately describes proposed activities and quality of project design <i>FS 112-14</i>	10	<b>4-5 Points:</b> Applicant clearly describes the project/program for which funds are being requested, provides program/project weekly operation schedule. Applicant provides detailed calendar of events.	<b>2-3 Points:</b> Applicant describes the project/program for which funds are being requested. Applicant may or may not provide a program/project weekly operation schedule. Applicant may or may not provide a calendar of events.	<b>1 Point:</b> Applicant does not describe the project/program for which funds are being requested. Applicant does not provide a calendar of events.	<b>0 Points:</b> Applicant left question blank/unanswered or applicant did not address the question being asked
Project addresses a relevant, data-driven need in the city or within a specific district(s) in a new or different way <i>Delivery Innovation FS 2-11</i>	10	<b>4-5 Points:</b> Applicant clearly defines program objective, clearly describes documentation collected to verify participants meet the low/moderate income requirements, identifies organizations providing similar services in the program service area, the project addresses at least 1 unmet need. The project demonstrates innovation.	<b>2-3 Points:</b> Applicant defines program objective but some part may be unclear, somewhat clearly describes documentation collected to verify participants meet the low/moderate income requirements. Organizations providing similar services in the program service area are identified. The project addresses at least 1 unmet need. The project does not demonstrate innovation.	<b>1 Point:</b> Applicant does not define the program/project objective. Applicant does not clearly describes documentation collected to verify participants meet the low/moderate income requirements. Applicant fails to identify organizations providing similar services in the program service area. The project does not meet at	<b>0 Points:</b> Applicant left question blank/unanswered or applicant did not address the question being asked



# Application Sections

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- Scoring is evaluated on a 5-point scale where a multiplier will be used (1; 1.5; 2) to compute the total points for each area

Application Section	Total Possible Points
Organization Information	25 Points
Project Description	35 Points
Activities, Output, Outcomes & Impacts	20 Points
Budget	20 Points
Contractual Compliance	-15 Points Deduction



# I. Organizational Information

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- Describe your organization and the unique experiences and qualifications that make your organization the most appropriate to provide the proposed services?
  - Provides detailed examples of accomplishments and the Impacts of program services.
  - Uses **data** back up claims of accomplishments
  - Provides proof of sufficient experiences and qualifications to administer the program services
  - List of Board Members
  - List all the staff positions needed to operate this public service activity, including those proposed to be funded by CDBG/NOF and other Sources. (Provide Resumes)



# II. Project Description

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Be prepared to respond to:

- What is the objective of the Program?
- What specific services are to be provided?
- What is the objective of the program?
- Reason for requesting funding?
- When and how will these services be provided?
- Describe how the activity will be implemented, operated, and administered.
- Provide clear and detailed Sustainability Plan



# Program Sustainability Plan

Plan Component/Method	Action Steps	Timeline
Communication of Program and fundraising goals for year to staff and board	<ul style="list-style-type: none"> <li>Meet with staff and board to discuss annual program and fundraising goals and activities</li> <li>Provide fundraising calendar with grant due dates and campaigns listed</li> <li>Provide list of ways staff and board might support these events and/or activities</li> </ul>	Winter
Research and Prospect Grant Opportunities	<ul style="list-style-type: none"> <li>Use Foundation Center Online Service weekly to prospect grant opportunities</li> <li>Review monthly newsletter from Resource Champions that shares grant opportunities</li> <li>Review monthly grant opportunity listing</li> </ul>	All Year
Facebook Posts	Make posts 2-4 times per month	All Year
Annual Report	Determine Focus Collect Data Print and Mail Report	Winter-Spring
	Speaking at Church or Community Group to Secure Volunteers and/or donations	Spring
Mid-Year Ask	Direct mail Mid-year update and ask, highlighting need for monthly sponsors for upcoming school year	Spring
Special Event	Host special event celebrate long-time supporters and engage new supporters	Fall
End-of-Year Ask	Direct mail end-of year update and ask	Fall
End of year evaluations and projections for new year	Complete surveys and make projections based on lessons learned, demand and available staffing	Fall - Winter



# Community Support

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- Community Support:
  - Describe the network(s), partnership, working groups you are involved in that enhance your ability to deliver this program.
  - What kind of community support do you receive, including volunteer and in-kind support?
  - Describe specific actions undertaken in conjunction with other community organizations to deliver the services for which funding is being sought (i.e., shared staff or office space).



# III. Activities, Outputs, Outcomes, and Impacts

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- ACITIVITIES
  - Type of services the programs provides
- OUTPUTS, are the products of program activities or results of program processes.
  - What are your deliverables? For example, the # of classes taught, # of counseling sessions, # of people served.
- OUTCOMES, are the changes in program participants. They can be identified by asking, “How will program participants change as a result of their participation in this program?”
  - Organizations must clearly state the methodology used to measure outcomes, i.e., surveys, client interviews, pre- and post-tests results or clients self-reporting
- IMPACTS, assess the changes that can be attributed to a particular intervention, such as a program or policy.
  - Short Term (1 year); Intermediate (2 years); and Long Term (3 – 5 years or more)



# Activities, Outputs, Outcomes, and Impacts

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- Be prepared to respond to:
  - If the proposed activity is already in existence, what were its outputs for the most recently completed fiscal year?
  - What are the project outputs for the proposed activity in the current fiscal year?
  - What processes and tools are in place to measure program outcomes?
  - What kind of lasting benefits does your organization hope to provide to your clients through the services it provides?
  - How successful was your program in achieving the proposed outcomes?
  - What outcomes indicators were used to determine the results?



# Outputs/Activities

<b>Service/Activity Name:</b>					
<i>After School Recreation Program/Project</i>					
<b>Service/Activity Description:</b>					
<i>Provide baseball, basketball and dance instruction for children 4th to 6th grade attending Elm Street and St. Richard elementary schools. Nutritious snacks are also provided.</i>					
<b>Outputs</b>					
# Persons Served Monthly	# Unduplicated Persons Served annually	Days Service Provided	Times Service is Provided	Personnel Implementing this Activity	Title
35	400	<i>Mon, Wed, and Fri.</i>	<i>3:30pm to 5:30pm</i>	<i>Ann Smith, Ed Jones</i>	<i>Rec. Coordinator Phys. Ed. Assistant</i>
<b>Benefits to Participants (Outcomes)</b> <ul style="list-style-type: none"> <li>• <i>Develops skills in sports and other recreation activities</i></li> <li>• <i>Engages youth in constructive, supervised play</i></li> <li>• <i>Provides no cost care for children while parents are working.</i></li> </ul>					



# Example

Out-1. If the proposed activity is already in existence, what were its outputs for the most recently completed fiscal year?

Past Year (2/1/2020-1/30/21)

	Number	Percentage
Enrolled into RBD Program	22	
Complete the Program	21	95%
Industry Recognized Credentials	22	100%
Placed In Jobs	11	50%
Apprenticeships/Industry Related	6	27%
Retention - 6 months	5	23%
Net Income Increases	11	50%
Credit score Increases	8	36%
Net Worth Increases	10	45%

Out-2. What are the proposed program outputs for the upcoming year?

Upcoming year (2/1/2022-1/30/2023)

	Number	Percentage
Enrolled	80	
Complete the Program	64	80%
Industry Recognized Credentials	64	80%
Placed In Jobs	45	70%
Apprenticeships/Industry Related	32	50%
Retention - 6 months	18	40%
Net Income Increases	32	50%
Credit score Increases	23	35%
Net Worth Increases	29	45%

Out-3. What standards, measures, or benchmarks are used to assure or verify that this is a quality/successful Program? *(Example: Meals comply with USDA dietary standards; tutors will be certified teachers; etc.)*

Credentials are industry recognized and issued by a State recognized entity. The curriculum is a contextualized curriculum that was created based off the National Center for Construction Education and Research (NCCER) program. Credit scores are pulled from Transunion.



# IV. Budget

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- Request must be a minimum of \$100,000
- Be prepared to respond to:
  - Who is responsible for maintaining your organization's records?
  - What was the amount of your organization's total budget for your most recent fiscal year?
  - When was your most recent audit?
  - List other funding sources. (Provide award letters for each funding source)
  - Describe your financial management system.



# PROVIDE DOCUMENTATION OF AN ACCEPTABLE AND ACCOUNTABLE FINANCIAL MANAGEMENT SYSTEM

## TABLE OF CONTENTS

Section 1	Cash Management Expenditures
Section 2	Purchasing
Section 3	Expenditures – Accounts Payable Section 4 Payroll
Section 5	Revenue and Receivables
Section 6	Fixed/Capital Assets
SECTION 1	CASH MANAGEMENT

### A. POLICIES

At its annual meeting, the Board authorizes all bank accounts and persons permitted to be designated as check signers.

### B. CASH RECEIPTS

1. Incoming mail is opened by the Administrative Assistant and checks are logged into a register by date received, issuer, check number, check amount and date deposited at the bank. An electronic detail of the deposits is provided to outside Accountants for inclusion with Financial reporting.
2. A copy of each check is retained.
3. Receipts are logged into the accounting spreadsheets by the Administrative Assistant. Amounts of cash receipts are verified when entered into the accounting spreadsheets. The receipts are then reconciled with the bank statements.
4. Deposit slips are completed for each deposit and a detail support of every check is included in the main file along with the proof of the deposit made at the bank.
5. Receipts are added to the cash sheet and compared to bank deposits and postings to cash receipts as entered and also during the monthly account reconciliation process.
6. Receipts of currency are deposited after verification by two employees. Cash is recorded in the accounting spreadsheets. Cashing of checks out of cash receipts is prohibited.....



# Public Service Project Budget

Complete the following budget form for the requested public service activity Budget Year	Amount from CDBG/NOF	Other Funding Sources	Total Project Cost
<b>ADMINISTRATION EXPENSES</b> ( Not more than 10% of Allocation & no direct client contact)			
Director/CEO/Asst. Director (\$per hour x hrs/wk x # of weeks)			
Secretary (\$per hour x hrs/wk x # of weeks)			
Accountant/ Bookkeeper (\$per hour x hrs/wk x # of weeks)			
Audit (\$per hour x hrs/wk x # of weeks)			
Employer Taxes (FICA, etc.) (%)			
Fringe (health insurance, life insurance, etc.) (%)			
<b>OPERATING EXPENSES</b>			
Program Manager (\$per hour x hrs/wk x # of weeks)			
Counselor/Coaches (\$per hour x hrs/wk x # of weeks)			
Sub-Contractors (\$per hour x hrs/wk x # of weeks)			
Maintenance/ Office, Van, Equipment			
Insurance (Employer's Liab., Worker's Comp, Auto, Dishonesty Bond)			
Equipment (copier/printer/desktop computer)			
Utilities (Gas/Electric)			
Security (\$per hour x hrs/wk x # of weeks)			
<b>SPECIFIC PROGRAM EXPENSES</b>			
Office Supplies			
Marketing Materials (business cards, brochures)			
Communication(Monthly telephone services)			
Miscellaneous (No more than \$500.00)			
<b>TOTAL:</b>	\$	\$	\$

What are we looking for:

1. Strength of your finances, including adequate cash on hand.
2. Strength of other funding sources
3. Demonstrated acceptable financial management system.
4. Budget is accurate, reasonable, necessary, and related to proposed activity.
5. Did you accurately describe and justify each proposed budget line item?
6. What percentage of your budget will be expended on administrative costs?



# Contractual Compliance

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- Payment Timeliness – Does current sub-recipient submit reimbursement request on or before 15<sup>th</sup> of every month per contract?
- Program Monitoring – Does current sub-recipient have any outstanding unresolved finding from programmatic monitoring?



# Reminder

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- Application Opens August 29<sup>th</sup> and Closes September 30<sup>th</sup> 5:00pm
- Meet all the Threshold Requirements
- Name all attachments using naming convention
- Respond to all the questions
- Every question is complete – A blank answer is an automatic 0
- Allow yourself enough time to review you application before submitting
- Review you application so you can catch errors or missing attachments
- Review attachments to confirm document matches file name.

